**Arizona Site Steward Program Foundation**

**Board Meeting**

**Minutes**

**3-22-2019**

Present: Chair Nicole Armstrong-Best, Vice Chair J. Scott Wood,

 Secretary Ruthanna Battilana, RC Rep Doug Newton, RC Rep Dave Salge,

 SS Rep Jeri Meeks, Guests RC Shelley Rasmussen, Asst RC Trudy Mertens

Present by phone: Tribal Rep Jill McCormick, SS State Coordinator Sean Hammond,

 Intern Clara Krause

Absent: Treasurer Kent Ennis, SS Rep Mary Wright, SHPO Rep Kathryn Leonard

Resigned: Beth Ann Krueger, SS Rep

1. Meeting called to order at 10:03 am by Chair Armstrong-Best.

2. Minutes of Board Meeting of 2-22-19: Battilana

Amended: no item #4 – deleted/renumbered; #5a & g - correct spelling of

 Xanterra; #5a & c - correct spelling & add names Brian & Betsy

 Donehoo, #5c add Margaret Hangan – Forest Service, add last name

 of Clara Krause – intern; #8 correct HB 1241 to SB 1241

motion to approve minutes as amended by Wood, seconded by Newton,

 approved by Board vote

3. Treasurer’s Report: Not available. In absence of a report, Chair read from most

recent bank statement.

 balance = $7,504.33

 pending expenses = $300 to Veer Consulting for SHPO Conference sponsorship

 $90.97 for 6 months mail box rental reimburse Battilana

 Salge recommends that an official document Treasurer’s Report be presentedto

 the Board for review and approval monthly, followed by filing in official

Foundation document archives

 Salge notes that flyers for SHPO Conference be prices for expense review and

 approval by the Executive Board

4. Update on Site Steward Program: Hammond

 a. grants – only active grant is Luke AFB

 funds can be used for SS Conference per Luke

 per Margaret Hangan – Forest Service is working on a grant

 re: BLM – at end of May, application for grant will be opened

 b. online system

creating a new data base using the “grant system” data base –

 there are some problems due to problems with confusing language

 cost estimated at $10,000 to create a SS data system

 can use Luke grant monies if we raise enough money for SS

 conference from other sources

 proposal has been submitted

 need to renegotiate maintenance fee

 c. training manual – working group has finished revising Chapters 1 – 3

 had a conference call on 3-28-19

 d. Kingman Region – only 2 active SS

 Monday – meeting with new BLM archaeologist

 Jenny Anderson – Lake Havasu RC – will act as Kingman RC

 e. Tucson Region – pending training for State Parks staff & volunteers

 “adopting” local State Parks & will offer semiannual training

 f. Ajo Region – visited – Martynecs very impressive

 g. possible book on SS program

 Salge – Images of America book can be done at no cost

 other possibilities – Marshall Trimble, State Historian - Salge will contact

 Bill Broyles – Tucson – Newton will contact

 video

 h. San Pedro Region – met with Steve Boley

 i. Western SS programs

 Utah SS program/Wendy – has a phone app for reporting from the field

 Western SS programs – planning for a Regional Conference in Oct 2020

 in Las Vegas

 j. Clara Krause/intern needs to do a paper for class

 is going to do her report on the impact of the SS program on the Forest

Service, working with Neil Weintraub, will interview past FS

people and Mary Estes

5. Update on Conference: Hammond

 a. email will go out Monday/Tuesday with new dates for SS Conference

 will include lodging information

 b. Lodging set – Yavapai = $100-151, Tusayan Best Western prices = $85-90

 Salge will resend the contract & financial payment form to Nic for

 signature & down payment of $500.

 c. RV & camping inside Grand Canyon Park

+ RV parking in Tusayan for $10 discount

 d. Salge – what about more than 12 rooms?

 e. food – calendar or potential meals discussed

 Betsy Donehoo helping

 estimated cost = $3,600 by Xanterra – buffet for 150 people

 dining room reserved for Saturday night at Maswick Lodge

 social hour on Friday night – Yavapai or Bi E Steak House in Tusayan

 breakfast Saturday morning – tribes will do this

 + Friday at RC/LM meeting – snacks

 Friday lunch, Saturday lunch, Sunday lunch – on your own

 f. going to invite Bruce Babbitt

 g. registration – Ryder estimated cost at $2, 200

 h. funds – expenses = $3,600 + $2,200

 income = silent auction, Luke grant

motion to hire Veer Consulting, Dave Ryder to handle registration by Wood,

seconded by Meeks, approved by Board vote

 - issues: can SHPO Conference “contract” be extended to include SS

 Conference? Hammond will check with SHPO Leonard

i. need help with fund raising & potential funders

j. silent auction items needed

k. awards

l. Hammond will be out of town April 1-10

6. Website update: Meeks

 a. please look at it – *ASSPFoundation.org* - need feedback

 b. Home page – new picture

 c. added button > subscribe to the website

 d. Meet the Team – need Wright’s bio

 e. About Page – added Our Partners list = SS Program, SHPO

 need to add GAAC, AAS

 f. news articles

 g. need: volunteer form

 date by-laws signed and a copy

 lists of volunteers, potential donors

 h. donate page – added a thank you

7. Project Archaeology: Salge shared emailed report from Brooke Wheeler

 a. 25 people volunteered

 b. training = train the trainer, leadership academy in Montana June 24-28

 room & board provided + $250 travel stipend

 c. training in AZ? maybe at SS Conference

 d. new intern for BLM will convert program to AZ science standards

 e. Hammond: SHPO is changing focus from previous Archeo Month event

 talked with SHPO Leonard about it

 meeting with Brooke & Leonard pending

 f. added later – Don Simonis is a good contact

8. Old Business

 a. volunteer form needed for Foundation

 b. legislation: HB – no action since March 10

 SB – approved by House & Committee of the Whole on March 23

 to re-establish the Heritage Fund

 58% will go to State Parks

 3% to historic preservation

 10% to new motor trails

9. New Business

 a. election – need nominations by April Board meeting

 which is quarterly evening meeting – **April 22 @ 5pm**

 b. Pecos Conference – in Cloudcroft, NM this year August 9-10

 can we/do we participate?

 c. price a banner for conferences

 d. who’s going to work the SHPO Conference? Battilana & Meeks

10. Adjourn: 11:48 am

amended 4-22-19

Ruthanna Battilana, Secretary